



Processing Local SDRs for Air Force

Fighter Support

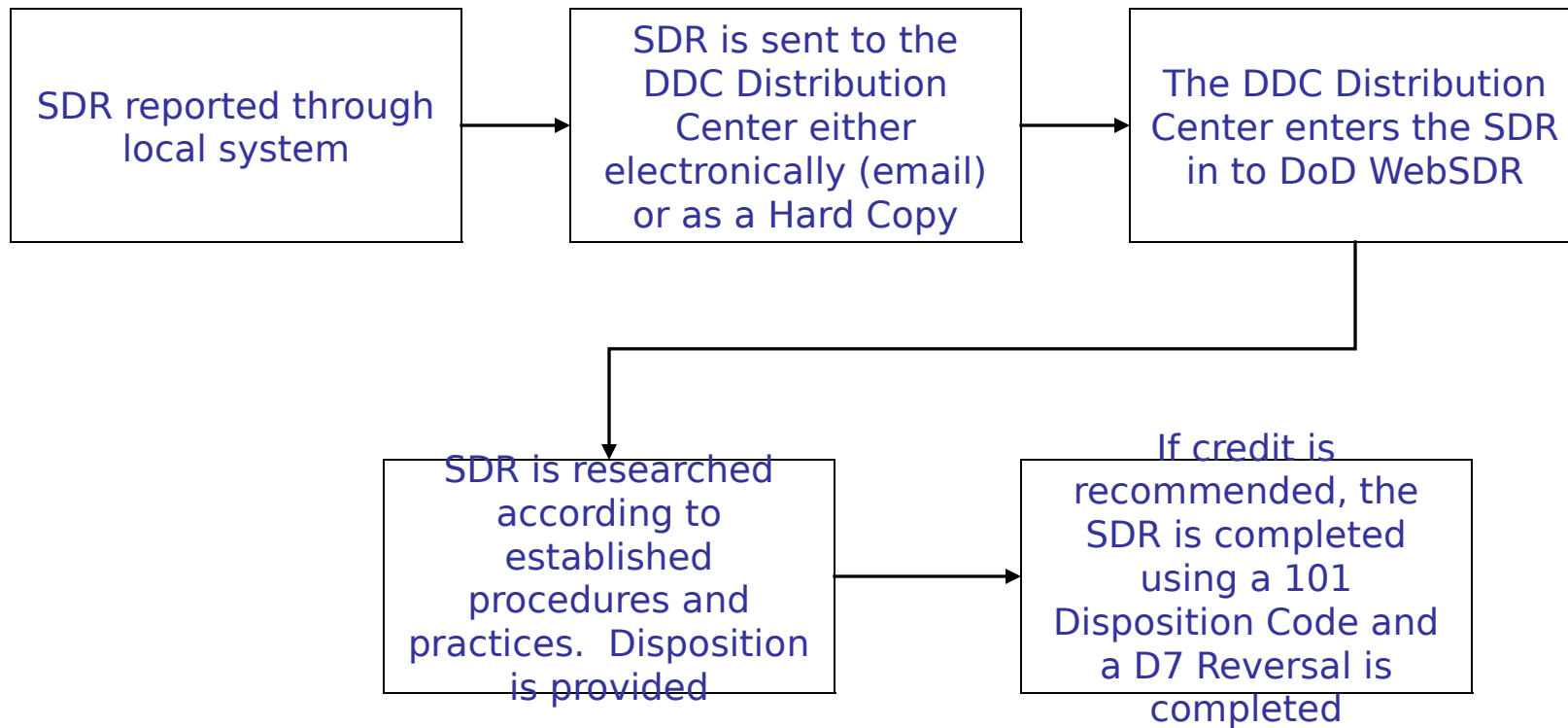
Stewardship

Growth & Development

Leadership



Overview of Current Procedures Local SDRs





Overview of Current Procedures Local SDRs - Continued



Current processes vary by location

DDHU:

- Air Force Submits Hard Copy SDRs to DLA
- DLA employees enter SDRs in to WebSDR

DDOO:

- SDRs are still processed following local SDR agreement issued in 2002

DDWG:

- Air Force submits all complaints via a locally created website
- This website sends an email to DDWG
- DDWG employees enter SDRs in to



Overview of Current Procedures Local SDRs - Continued

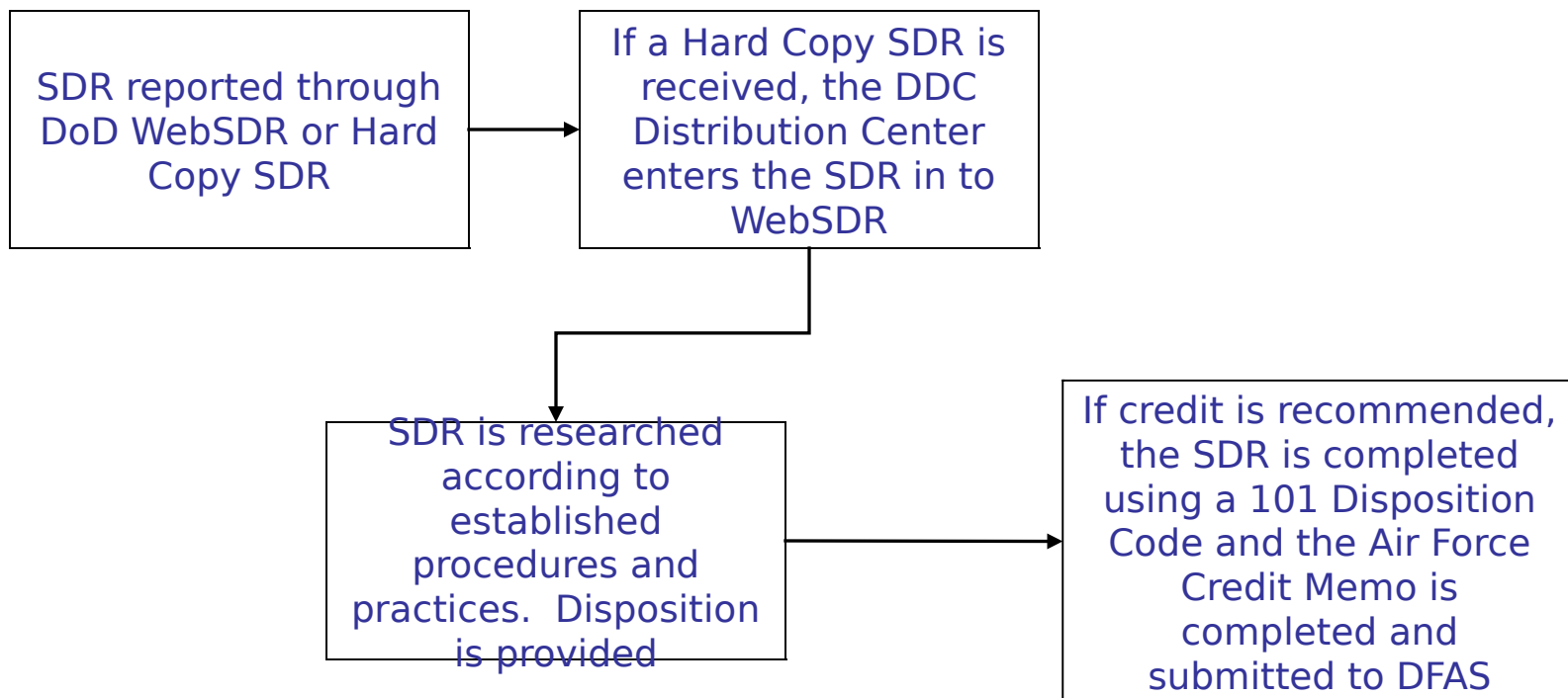


Once the SDR is in WebSDR and transfers to DSS the DDC Distribution Center can research the SDR and provide disposition

- The Distribution Center will follow the established procedures and guidelines provide by the DDC
 - SWARM ISDR Manual
 - Working SDRs that Require Special Processing Requirements – DDC Guide



Overview of Current Procedures Off-Base SDRs





Overview of Current Procedures Off-Base SDRs - Continued



Standard procedures and practices are used to research the SDR

- SWARM ISDR Manual
- Working SDRs that Require Special Processing Requirements

If credit is recommended, the Air Force Credit Memo Letter will be completed and submitted to the appropriate DFAS POC



Overview of Current Procedures Off-Base SDRs - Continued



Example of the Air Force Credit Memo

Subject: Attention Air Force DFAS office

Attention: Air Force _____ (enter applicable RIC--i.e. FGZ, FHZ, FLZ) **DFAS office**

Defense Distribution Depot (example=) Oklahoma City-DDOO Supply
Discrepancy Report office has researched the following Supply discrepancy Report
and is recommending (enter either= credit or debit) for the following discrepant
shipment. A copy of the SDR is provided below:

Required shipment information: (Depot to fill in the shipment doc #, NSN,
Discrepant Qty and Discrepant \$ Value)

Document number _____

NSN _____

Discrepant Qty _____

Discrepant dollar value \$ _____

Electronically generated SDR report and reply w/disposition provided below:



Processing Credit Recommendation for Air Force SDRs

Air Force Owned Materiel

- Local SDRs
 - SDR is completed with 101 disposition code
 - A D7 Reversal is completed
 - Does the Air Force credit the local customer or re-order materiel
- Off-Base SDRs
 - SDR is completed with the 101 disposition code
 - The DDC Distribution Center employee completes the Air Force Credit Memo and forwards the memo to the appropriate



Problems with the Current System



- Duplication of effort
 - Air Force employees are utilizing electronic systems to report the SDR to DLA that do not communicate with WebSDR
 - The DLA employee then enters the SDR in WebSDR
- Delay in processing SDRs
 - If SDRs were entered directly in to WebSDR a step would be removed from the process
- The current system is used for more than SDRs
 - Complaints and requests for information relating to receipt of materiel at a DDC Distribution Center are also submitted through this system



Problems with the Current System - Continued



- D7 Reversals must be completed by the Accountable Officer or an approved designee
 - This adds another 'touch' to the SDR transaction



Other Issues



- Non-standard (pseudo) DoDAAC Use
 - Maintenance MROs are shipped under M document numbers